

Documenting the Debriefing

- A summary is required for the contract file and should include questions and answers provided in the debriefing

Scheduling of Debriefings

- Debriefings may be scheduled by the participating proposers after the “Intent to Award” and “Notice of Regret” letters have been issued by contacting State Purchasing 72 hours in advance. Note: There is a place for the SPO to indicate telephone and E-mail numbers in the RFP boilerplate.

Characteristics of a Quality Debriefing

- Precise and accurate
- Professional
- Helps the proposer improve future proposals
- Instills confidence in the process
- Candid and open
- Timely
- Well rehearsed to ensure it is precise and accurate
- Thoroughly documented